Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OC-020

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Category II and III On Duty-Strength		X	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	X	PERSONNEL		TRAINING			ADMIN. GENERAL
		LOGISTICS		SECURITY			OTHER (specify)
		MEDICAL		FINANCE	X		COMMUNICATIONS

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
6	Quarterly	1 - DD/S Plans Staff

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
Memorandum	X	NO		DD/S Plans Staff

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OC-A/PB/Support	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	5.72		1		$5.72		4		$22.88
GS-05	3.15		½		1.57		4		6.28

B. COSTS OF COMPUTER PRODUCED REPORTS

	TOTAL COSTS PER YEAR	$29.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report has been compiled at least as far back as June 1964.